

Nomination Form for a Performance-Related Award (Quality Step Increase or Performance Award)

Note: Attach this nomination ON TOP of the rating of record upon which the nomination is based.

Justification. The award must be justified based on the attached performance evaluation. The quality step increase (QSI) recognizes sustained, high quality performance which significantly enhances mission accomplishment. The performance award recognizes high levels of performance.

Eligibility.

- An employee may receive a QSI or a performance award for the same rated performance, but not both.
- Quality Step Increase. The QSI may be granted only to GS/GM employees who meet the following conditions:
 - Currently at Step 9 or lower.
 - Rating of record is "Exceeds."
 - Have not received a QSI within the preceding 52 weeks.
- Performance Award. To be eligible, the employee must have been rated either "Exceeds" or "Meets" for the appraisal period.

Part I: Identifying Information

Employee Name _____

Nominated for (Choose One Only):

Quality Step Increase _____

Performance Award _____ Amount _____

Part II Approvals

Nominated by _____
(Name, Title, Signature & Date)

Note: Nominations may be made by the employee's immediate supervisor or a higher-level official, as determined by local procedures set by the Performance Incentive Pay Official.

Reviewed and _____ Endorsed _____ Not Endorsed by _____
(Name, Title, Signature & Date)

Note: This review may be made by the employee's second-level supervisor or a higher-level official, as determined by local procedures set by the Performance Incentive Pay Official.

_____ Approved _____ Not Approved by _____
(Name, Title, Signature & Date)

Note: All quality step increases and performance awards require approval of the Performance Incentive Pay Official or his or her designee.